



Leigh Design

Waste Management Plans for all urban developments

Leigh Design Australia Pty Ltd
ABN 63 687 418 300
2nd Floor, 555 Riversdale Road
PO Box 478
Camberwell VIC 3124

P +61 3 8516 5399
www.leighdesign.com.au

Waste Management Plan



Proposed Development:

165 Williamsons Road, South Morang, Victoria

Prepared for:

PVAC Developments Pty Ltd

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Prepared By: [REDACTED]

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Version	Date of Issue	Description
V1	11-07-2025	For Council approval
V2	11-08-2026	RFI Response

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WASTE MANAGEMENT SUMMARY

- The Operator, as defined below, shall be responsible for managing the waste system and for developing and implementing safe operating procedures.
- Waste shall be stored within the development (hidden from external view).
- Users shall place sorted waste into designated collection bins.
- Waste shall be collected within the development. The collection contractor shall transfer bins between the waste area and the truck.
- A private contractor shall provide waste collection services.

GLOSSARY

Operator: refers to the Facility Management, who shall manage site operations (via cleaners, staff and contractors, if required).

User: refers to site staff, who shall utilise the waste system.

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1 SPACE AND SYSTEM FOR WASTE MANAGEMENT

1.1 Development Description and Use

This development shall consist of commercial tenancies (refer to Table 1).

1.2 Estimated Waste Generation

The following table summarises the waste estimate (litres/week):

Table 1: Waste Estimate

Waste Source	Base Qty (est.)	Garbage	Recycling
Data Halls	area (m ²) = 16,101	5,640	5,640
Amenities / Offices	area (m ²) = 3,898	2,730	2,730
TOTAL (litres/week)		8,370	8,370

Notes:

- Waste figures are based on adjusted Sustainability Victoria guidelines (for food and glass separation, discretionary rates have been adopted).
- For the amenities and office areas within this project, a waste generation rate of 10L/100m² floor area/day has been adopted for both garbage and recycling, with 15% of the garbage allocated to food organics and 10% of the recycling allocated to glass.
- For the data hall areas within this project, a waste generation rate of 5L/100m² floor area/day has been adopted for both garbage and recycling, with 15% of the garbage allocated to food organics and 10% of the recycling allocated to glass.
- Estimated waste volumes are based on this project operating 7 days per week.

1.3 Collection Services

Based on the anticipated waste volume, a private contractor shall be required to collect waste. The Operator shall choose a waste collection provider, negotiate a service agreement, and pay for these services.

1.4 Location, Equipment, and System Used for Managing Waste

The waste management system is summarised as follows:

- Tenancy receptacles at internal areas.
- Bin Store located at Ground Level, adjacent the Loading Bay.
- Collection bins (kept within the above Bin Store - refer to Table 2).

The various collection waste-streams are summarised as follows:

Garbage: General waste shall be placed in tied plastic bags and stored within bins.

Organics: Users shall place organic waste into Food Organics bins (a small caddy shall be used at all lunch areas and locations where food is prepared or eaten). Certified compostable liners shall be adopted for bins and/or caddies.

Recycling: Two types of bins shall be provided. One type of bin for glass and a second type for all other recyclables (paper, cardboard, aluminium, steel and plastics). Also, recyclables can be either commingled or split into bins for separate recycling streams.

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Green Waste: Garden organics shall be collected and disposed by the landscape maintenance contractor.

Secure Documents:

- For the security of information printed on waste paper (intellectual property, sensitive material, and/or personal details), paper bins shall remain within each office (adjacent the photocopier or in the stationery cupboard) until transferred to a secured collection point (or swapped in-situ by a shredding/recycling contractor). Alternatively, office managers may utilise a paper shredder and dispose waste into the recycling bins (kept within the Bin Store).
- Office managers shall store spent printer/toner cartridges until collected for recycling by the cartridge supplier.

Other Waste Streams: The disposal of hard/electronic/liquid and other wastes (polystyrene, batteries, paint, chemicals and detox items, etc) shall be organised with the assistance of the Operator. E-waste must not be disposed in landfill.

These items shall remain within the development until the Operator arranges a private collection from the subject land in accordance with requirements from the relevant authority.

The following table summarises bin quantity/capacity, collection frequency, and area requirements (based on Table 1):

Table 2. Bin Schedule and Collection Frequency

Waste Source	Waste Stream	Bin Qty	Bin litres	Collections per Week	Net Area m ²
Data Centre and Amenities/Offices (shared bins)	Garbage	4	1,100	2	6.4
	Food Organics	1	240	2	1.5
	Recycling	4	1,100	2	6.4
	Glass	3	240	2	1.5
	Hard/E-Waste/Other	-	-	At Call	4.0
Net Waste Storage Area (excludes circulation), m ² :					19.8

Notes:

- Should waste office paper require confidential disposal, management shall organise private secured paper bins (kept within administrative areas).
- Private bins shall be sourced by the Operator (either purchased from a supplier or leased from the collection contractor).
- Recycling can be either commingled or split into bins for separate recycling streams.
- Subject to stakeholders' preference/capability (and as built constraints), bin sizes and quantities can be changed, subject to the same bin volume being achieved at a minimum for that waste stream.
- Should this Data Centre generate more waste than estimated and the nominated bins not be adequate, then an additional collection each week for any waste stream is to be adopted.

1.5 Planning Drawings, Waste Areas, and Management of the Waste System

The drawings illustrate sufficient space for onsite bin storage, as required by the above schedule.

Notwithstanding the above, collection days shall be staged appropriately, and the Operator shall stipulate procedures for effective management of the available space.

1.6 Collection Bin Information

The following bins shall be utilised (see Sect. 4.4 for signage requirements):

Table 3: Bin Details

Capacity (litres)	Height (mm)	Width (across front, mm)	Depth (side on, mm)	Empty Weight (kg)	Average* Gross Weight (kg)
240	1060	585	730	13	45
1100	1330	1240	1070	65	210

Notes:

- * = Average Gross Weight is based on domestic waste studies (which vary subject to locality and waste-type). Expect greater weight for wet or compacted waste.
- Use the above details as a guide only – variations will occur. The above is based on Sulo plastic (HDPE) flat-lid bins.

Table 4: Whittlesea Colour Coding

Bin	Garbage	Food & Garden	Recycling	Glass
Lid	Red	Lime	Yellow	Purple
Body	Green	Green	Green	Green

Note: Private bins shall be labelled to identify the waste generator and site address.

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2 ACCESS FOR USERS, COLLECTORS AND COLLECTION VEHICLES

2.1 User Access to Waste Facilities

The Operator shall have access to transfer sorted waste from work/service areas to the bins located within the Bin Store (using a suitable trolley and lifts).

2.2 Collection Arrangements and Access to Waste Facilities

- A private contractor shall collect waste within the onsite Loading Bay.
- Collection staff (driver and assistant) shall have access to the Bin Store and transfer bins to the truck and back to the store.
- The waste collection shall be carried out by either MRV rear-lift vehicles (nom. 8.8m long, 4m operational height, and 24 tonnes gross vehicle mass) or SRV rear-lift vehicles (nom. 6.4m long, 2.1m high, and 6.4 tonnes gross vehicle mass). The waste vehicle to be adopted (MRV or SRV), will depend on verification that the waste vehicle is able to comply with the restrictive height limits associated with the easements for overhead electrical cables that traverse this site.
- The enclosed drawings illustrate the waste system. Also, refer to the traffic report for truck swept paths.

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3 AMENITY, LOCAL ENVIRONMENT, AND FACILITY DESIGN

3.1 Noise Minimisation Initiatives

- Collection bins shall feature rubber wheels for quiet rolling during transfers.
- Waste areas shall meet BCA and AS2107 acoustic requirements.
- Local laws shall be observed for all operations in public and private areas.
- For private services, the hours of waste collections shall be as specified in Council's local laws. Also, Section 6 of the Victorian EPA Noise Control Guideline Publication 1254 (see below) shall be observed to protect the acoustic amenity of the development and surroundings.

Victorian EPA Noise Control Guideline Publication 1254.2 May 2021 (excerpt)

[Section] 5. Domestic Refuse Collection

The main annoyance produced by domestic refuse collections occurs in the early morning (i.e. before 7:00am). Therefore, if possible, routes should be selected to provide the least impact on residential areas during that time.

Collection of refuse should be restricted to the following criteria:

- Collection occurring once a week should be restricted to the hours: 6am to 6pm Monday to Saturday.
- Collections occurring more than once a week should be restricted to the hours: 7am to 6pm Monday to Saturday.
- Compaction should only be carried out while on the move.
- Bottles should not be broken up at the point of collection.
- Routes which service entirely residential areas should be altered regularly to reduce early morning disturbance.
- Noisy verbal communication between operators should be avoided where possible.

3.2 Litter Reduction and Prevention of Stormwater Pollution

The Operator shall be responsible for:

- Promoting adequate waste disposal into the bins (to avoid waste-dumping).
- Securing the waste areas (whilst affording access to users/staff/contractors).
- Preventing overfilled bins, keeping lids closed and bungs leak-free.
- Abating any site litter and taking action to prevent dumping and/or unauthorised use of waste areas.
- Requiring the collection contractor to clean-up any spillage that might occur when clearing bins.

The above will minimise the dispersion of site litter and prevent stormwater pollution (thus avoiding impact to the local amenity and environment).

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3.3 Ventilation, Washing, and Vermin-Prevention Arrangements

Waste areas shall feature:

- Ventilation in accordance with Australian Standard AS1668.
- Adequate vermin-proofing and tight-fitting doors.
- Impervious flooring (also, smooth, slip-resistant, and appropriately drained).
- A graded bin wash area, hot and cold mixing hosecocks, hose, and a suitable floor-waste connected in accordance with relevant authority requirements. The bin and wash areas may overlap, as stored bins can be moved so that a bin can be washed.

The Operator shall regularly clean waste areas/equipment. Also, bin-lids shall be kept closed.

3.4 Design and Aesthetics of Waste Storage Areas and Equipment

Waste shall be placed within collection bins and stored in designated onsite areas (hidden from external view). Following waste collection activities, bins shall be returned to the storage areas as soon as practicable.

Waste facilities shall be constructed of durable materials and finishes, and maintained to ensure that the aesthetics of the development are not compromised. These facilities and associated passages shall be suitably illuminated (this provides comfort, safety, and security to users, staff, and contractors). Any access doors shall feature keyless opening from within.

The design and construction of waste facilities and equipment shall conform to the Building Code of Australia, Australian Standards, and local laws.

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4 MANAGEMENT AND SUSTAINABILITY

4.1 Waste Sorting, Transfer, and Collection Responsibilities

Garbage shall be placed within tied plastic bags prior to transferring into collection bins. Cardboard shall be flattened and recycling containers un-capped, drained, and rinsed prior to disposal into the appropriate bin. Bagged recycling is not permitted.

Refer to Section 1.4 for all other waste streams and details of the waste system. Also, Section 2 outlines waste transfer requirements and collection arrangements.

4.2 Facility Management Provisions to Maintain & Improve the Waste System

The Operator shall manage site operations (refer to the glossary in page 2).

It shall be the responsibility of the Operator to maintain all waste areas and components, to the satisfaction of users, staff, and the relevant authority (users shall maintain their internal waste receptacles).

The Operator shall ensure that maintenance and upgrades are carried out on the facility and components of the waste system. When required, the Operator shall engage an appropriate contractor to conduct services, replacements, or upgrades.

4.3 Arrangements for Protecting Waste Equipment from Theft and Vandalism

It shall be the responsibility of the Operator to protect the equipment from theft and vandalism. This shall include the following initiatives:

- Secure the waste areas.
- Label the bins according to property address.
- Waste shall be collected within the subject site.

4.4 Communication Strategy - Arrangements for System Labelling and Ensuring Users and Staff are Aware of How to Use the System Correctly

- The Operator shall provide appropriate signage for the bins. Signage is available at the following internet address: www.sustainability.vic.gov.au.
- The Operator shall publish/distribute “house rules” and educational material to:
 - Inform users/staff about the waste management system and the use/location of the associated equipment (provide the summary in page 2 of this report).
 - Improve facility management results (lessen equipment damage, reduce littering, and achieve cleanliness).
 - Advise users/staff how to sort waste with care to minimise contamination of various waste streams.
- For user safety when disposing waste, the Operator shall develop and provide safety instructions.

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4.5 Sustainability and Waste Avoidance/Reuse/Reduction Initiatives

The *Environment Protection Amendment Act 2018* (and the principal EPA Act of 2017) includes fundamentals of environment protection and guidance for waste management decision making. Also, the *Sustainability Victoria Act 2005* established Sustainability Victoria as the statutory authority for delivering programs on integrated waste management and resource efficiency.

From a design perspective, the development shall support the acts by providing an adequate waste system with ability to sort waste.

The Operator shall promote the observance of the acts (where relevant and practicable) and encourage users and staff to participate in minimising the impact of waste on the environment. For improved sustainability, the Operator shall consider the following:

- Observe the *Environment Protection Amendment Act 2018* principle of waste management hierarchy, which states that waste should be managed in accordance with the following order of preference, so far as reasonably practicable: a) avoidance, b) reuse, c) recycling, d) recovery of energy, e) containment, and f) waste disposal.
- Peruse the Sustainability Victoria website: www.sustainability.vic.gov.au.
- Participate in Council and in-house programs for waste minimisation.
- Establish waste reduction and recycling targets; including periodic waste audits, keeping records, and monitoring of the quantity of recyclables found in landfill-bound bins (sharing results with users/staff).

4.6 Waste Management Plan Revisions

For any future appropriate Council request, changes in legal requirements, changes in the development's needs and/or waste patterns (waste composition, volume, or distribution), or to address unforeseen operational issues, the Operator shall be responsible for coordinating the necessary Waste Management Plan revisions, including (if required):

- A waste audit and new waste strategy.
- Revision of the waste system (bin size/quantity/streams/collection frequency).
- Re-education of users/staff.
- Revision of the services provided by the waste collector(s).
- Any necessary statutory approval(s).

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5 SUPPLEMENTARY INFORMATION

- The Operator shall observe local laws and ensure that bins aren't overfilled or overloaded.
- Waste incineration devices are not permitted, and offsite waste treatment and disposal shall be carried out in accordance with regulatory requirements.
- For bin traffic areas, either level surfaces (smooth and without steps) or gentle ramps are recommended, including a roll-over kerb or ramp. Should ramp gradients, bin weight, and/or distance affect the ease/safety of bin transfers, the Operator shall consider the use of a suitable tug.
- The Operator and waste collector shall observe all relevant OH&S legislation, regulations, and guidelines. The relevant entity shall define their tasks and:
 - Comply with Worksafe Victoria's Occupational Health and Safety Guidelines for the Collection, Transport and Unloading of Non-hazardous Waste and Recyclable Materials (June 2003).
 - Assess the Manual Handling Risk and prepare a Manual Handling Control Plan for waste and bin transfers (as per regulatory requirements and Victorian COP for Manual Handling).
 - Obtain and provide to staff/contractors equipment manuals, training, health and safety procedures, risk assessments, and adequate personal protective equipment (PPE) to control/minimise risks/hazards associated with all waste management activities. As a starting point, these documents and procedures shall address the following:

Task (to be confirmed)	Hazard (TBC)	Control Measures (TBC)
Sorting waste and cleaning the waste system	Bodily puncture. Biological & electrical hazards	Personal protective equipment (PPE). Develop a waste-sorting procedure
Bin manual handling	Sprain, strain, crush	PPE, staff training. Maintain bin wheel-hubs. Limit bin weight. Provide mechanical assistance to transfer bins
Bin transfers and emptying into truck	Vehicular strike, run-over	PPE. Develop a Hazard Control Plan for transfers and collections. Maintain visibility. Use a mechanical bin-tipper
Truck access (reversing & manoeuvring)	Vehicular incident, strike, run-over	PPE. Use a trained spotter. Develop a truck-manoeuving and traffic-control procedure

Note: The above shall be confirmed by a qualified OH&S professional who shall also prepare site-specific assessments, procedures, and controls (refer to Section 6).

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6 CONTACT INFORMATION

City of Whittlesea (local Council), ph 03 9217 2170

Cleanaway (private waste collector), ph 131339

Remondis (private waste collector), ph 13 73 73

FJP Safety Advisors (OH&S consultant), ph 03 9255 3660

Electrodrive (tug & trailer supplier – for bin transfers), ph 1800 033 002

Sabco Commercial (supplier of cleaner's trolleys), ph 1800 066 522

Sulo MGB Australia (bin supplier), ph 1300 364 388

One Stop Garbage Shop (bin supplier), ph 03 9338 1411

Note: The above includes a complimentary listing of contractors and equipment suppliers. The stakeholders shall not be obligated to procure goods/services from these companies. Leigh Design does not warrant (or make representations for) the goods/services provided by these suppliers.

7 LIMITATIONS

The purpose of this report is to document a Waste Management Plan, as part of a Planning Permit Application.

This report is based on the following conditions:

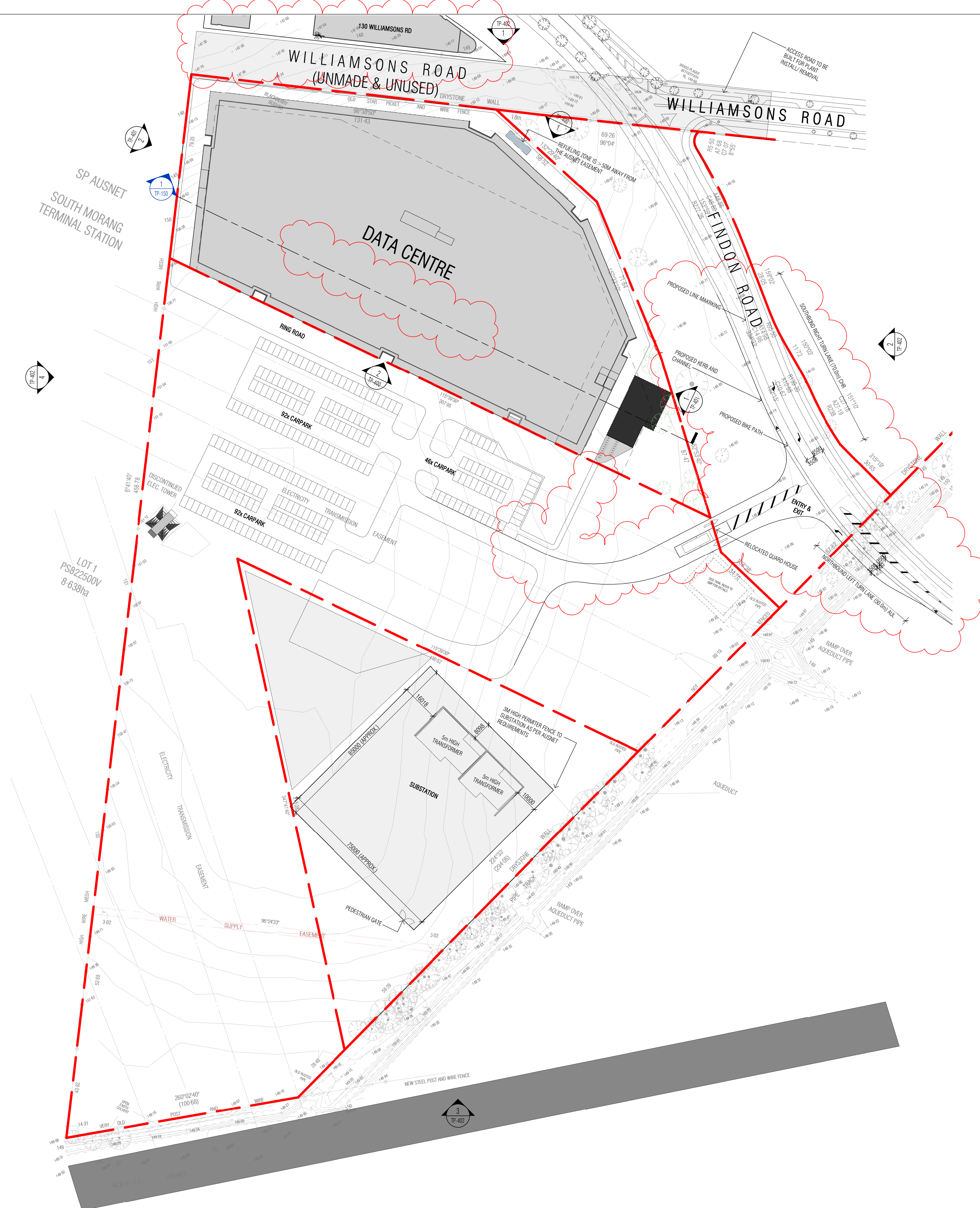
- Operational use of the development (excludes demolition/construction stages).
- Drawings and information supplied by the project architect.
- The figures presented in this report are estimates only. The actual amount of waste will depend on the development's patronage, occupancy rate and waste generation intensity, the user's disposition toward waste and recycling, and the Operator's approach to waste management. The Operator shall make adjustments, as required, based on actual waste volumes (if the actual waste volume is greater than estimated, then the number of bins and/or the number of collections per week shall be increased, STCA).
- This report shall not be used to determine/forecast operational costs, or to prepare feasibility studies, or to document operational/safety procedures.

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AREA SCHEDULE

<u>BUILDING A</u>	
	GFA
BASEMENT	18098 m ²
GROUND FLOOR	18098 m ²
LEVEL 1	18098 m ²
LEVEL 2	18098 m ²
LEVEL 3 ROOF PLANT	16365 m ²
BUILDING A TOTAL GFA	88757 m²

E W E R T —
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LEVEL 3, 49-51 STEAD STREET, SOUTH MELBOURNE 3205, VICTORIA AUSTRALIA
T: +61(3) 9686 2100 E: architects@ewerleaf.com.au

A.C.N: 141027241

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PROJECT

165 WILLIAMSONSONS ROAD

South Morang, Vic 3752

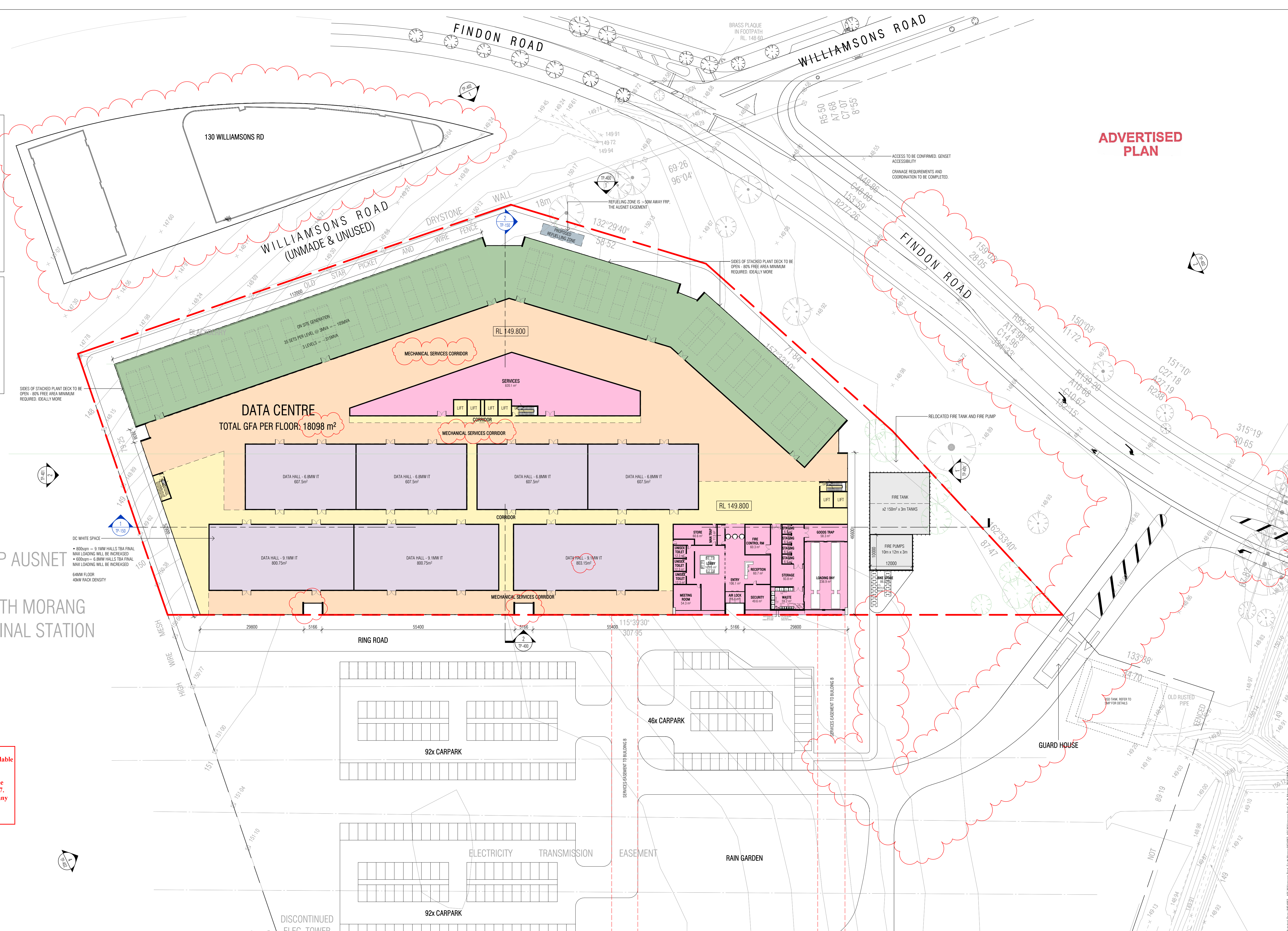
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